

To: Faulk, Libby[Faulk.Libby@epa.gov]
Cc: Thames, Sher[Thames.Sher@epa.gov]
From: Cooper, William
Sent: Fri 7/24/2015 9:16:20 PM
Subject: Weekly report for 7/27/2015

Anticipated this week

Monday

- [REDACTED] *Stump the Chump, part 1 of ...* (OneEPA Web Q&A call), 11:30-12:30

Tuesday

- [REDACTED] Webinar: *Green Infrastructure: Reusing Superfund Sites and Promoting Sustainable Communities*, 12-2

Thursday

- [REDACTED] Ed Board call, 1:30-2:30

Unspecified

- [REDACTED] Go through Montana Pole Web update carefully and send it on to Fran.
- [REDACTED] Assist with weekly report as required.
- [REDACTED] Continue to test R8 CEF and SSP sample pages (SF Special Project) to see if ongoing problems have been resolved.
- [REDACTED] Still waiting for overdue Web page updates from Fran for Colorado Smelter, California Gulch, ASARCO, Broderick, Chem Sales, Denver Radium, Smuggler Mountain, Petrochem, Portland Cement, Utah Power & Light, Uravan, Basin Mining Area, Idaho Pole, Carpenter Snow Creek, Lockwood Solvent.
- [REDACTED] Construct new target posters for EPR? (still waiting for info from Fran)
- [REDACTED] Upload TAG files to Sharepoint as required (ongoing).
- [REDACTED] Note RSVPs received for Lincoln Park charrette (ongoing).

- Create reminder document for Jasmin to email-merge to charrette invitees (pending).
- Review public notices published for Enforcement, Air Permitting, NPDES and UIC and update public comment opportunities on the News and Events page as needed (ongoing).
- Review R8 news releases and update News and Events page as needed (ongoing).
- Review Drupal dashboard for content expiring/requiring review (ongoing).
- Use Web analytics tools to check for broken links (ongoing).
- Respond to other requests as and when they come in.

Accomplished last week

- Tracked down legacy Web analytics reports and tools for Bob Brobst for the biosolids group/program, to assist in the transformation of their Web content.
- Resurrected unpublished Form 1 page for the NPDES program; revised the title to make sense and corrected the link from the NPDES permit documents page and republished all.
- Created new document pages for several Upper Animas docs and published. Added links to new doc pages to draft Upper Animas Web page and saved pending discussion with Cynthia about whether Fran has to approve.
- Discussed SF Web page updates with Libby; updated spreadsheet, printed out for Libby and sent her a subset of pages awaiting EPR action.
- Participated in OCPI staff meeting.
- Revised one of the Lincoln Park charrette ads for color publication.
- Received Web update for Montana Pole, which generated a long list of questions which I sent to Nikia.
- Updated Columbia Falls Web page per Cynthia and republished.
- Created PDF and uploaded SWC Work Plan to TAGs Sharepoint site.
- Viewed Administrator conversation on EPAtv: *Science at EPA*

- [REDACTED] Completed update of Upper Animas Web page and published.
- [REDACTED] Talked to Nikia about updates to the Montana Pole Web page and documents he wants to add.
- [REDACTED] Listened to call re: Special Purpose Call URGENT: Permits OneWeb for Air Permitting.
- [REDACTED] Reviewed and touched up the PAI weekly report.
- [REDACTED] Attended training webinar: *Maintaining a Drupal WebCMS Site*
- [REDACTED] Recreated *Transit to Awards Ceremony* map/timetables for Kerri.
- [REDACTED] Created doc pages for several new documents for Montana Pole Web page, uploaded PDFs and published.
- [REDACTED] Added links to new doc pages to Montana Pole Web page; removed old links they don't want anymore; updated state and TAG contacts and republished the page. I will send the updated page narrative to Fran next week and get Nikia to chivvy her into reviewing it promptly.
- [REDACTED] Reviewed and republished SF Web pages as required by Drupal.
- [REDACTED] Reviewed news releases and public comment opportunities for updating the New and Events page.